

Maintenance Report  
Board of Trustees  
8 December 2025

*This report runs from 1 December 2024 – 20 November 2025*

This year Maintenance has focused a great deal on finding efficiencies, stream-lining our work processes, and improving work culture. We accomplished this in the following ways:

1. Department was split into 4 main areas: grounds, athletics, general maintenance, and skilled maintenance.
2. Employees were trained on Eduphoria! system so that work orders could be tracked and closed out more efficiently.
3. Vehicle trackers were added to the school's fleet to ensure accountability.
4. We have focused on professionalism and respect not only within our team but also in how we serve others in the school.
5. There has been a deep dive into the finances of the department and a great focus on fiscal care and responsibility.
6. We engaged in shop inventory/cleanup and overall storage cleanup across the district.
7. We launched our first Maintenance Blitz – Put 2 staff at each school for 2 days prior to the start of school. Highly praised by teachers and admin at each school while significantly reducing work order backlog.

Results from these changes have been immediate and positive:

1. Work order response time has decreased from 16 days to 5 days.
2. Total work orders closed prior to restructure: 1314 (6 months)
3. Total work orders closed after restructuring: 2032 (6 months) – a 55% increase.
4. Workforce was able to be reduced by 1 position thus saving overhead cost without compromising the mission.
5. There has been a 17% reduction in Building supply and Contractor expenditures between 1<sup>st</sup> quarter FY2024 and 1<sup>st</sup> Quarter FY 2025, and we fully expect that reduction to increase throughout the year.

### Goals for Next Year:

1. Create a parking lot maintenance plan
2. Create a beautification plan for the entire district to ensure our facilities reflect our excellence.
3. Establish a systematic preventative maintenance schedule to help reduce emergency work orders.
4. Create a focused 52-week grounds maintenance schedule that not only keeps grass mowed but also elevates the curb appeal of our facilities

In addition to the day-to-day grind, our team has also done some outstanding projects for the district. These projects were either done with in-house staff or in cooperation with a contractor where our team member had an integral part in managing the work.

### Work Order Highlights from this past year:

- Re-Keyed all the exterior doors throughout the district (significant safety measure)
- Built dumpster enclosures for each school and the AG Barn
- Painted, finished out electrical/lighting, installed exhaust fans and air conditioner at the new BB Concession Stand all in house (Saved tens of thousands)
- Installed new washer and dryer at Coggin
- Revamped electrical and fixed major cooling issue in CSC Food Service Freezer
- Custom made new handrail at MS (Saved \$1200)
- Replaced 5 air conditioners at Coggin – including an innovative solution to the gym units that saved the district close to \$40K.
- Cleaned/repaired the Switch gear at Woodland Heights (Major safety issue)
- Ran new gas line at HS after Atmos shutdown left the school with no gas. Project involved Dallas engineers, 2 contractors and significant in-house labor. (Got HS kitchen back on-line in record time and ensured cafeteria services for the school year)
- Installed Overhead Door gates at MAC and Snodgrass for Safety
- Painted curbs at parking lots throughout the district
- Removed lockers and painted hallway at Middle School
- Painted several rooms at Northwest and High School
- Fixed ramp and rotted wood at DAEP
- Fixed major plumbing leaks at East and Coggin
- Cleared grease lines at MS that have been backing up for months.